

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Warehouseman-Driver /805, PSA-03-FP-BB

Open To: All Interested Candidates - All sources

Vacancy Opening Date: May 20, 2015

Vacancy Closing Date: June 02, 2015

Work Hours: Full-time; 40 hours/week

Basic Function of Position:

Performs supply related duties in the Embassy Warehouse, this includes laborer duties. Receives direction from the Asset Management Clerk and Warehouse Supervisor to deliver furniture and equipment to residences and Embassy buildings. Drives the warehouse vehicles, including forklifts, when needed.

Major Duties and Responsibilities:

Unloads supplies received at the warehouse, including office supplies, furniture, household effects and other Embassy property. Warehouse duties include, but are not limited to: delivering HHE to residences, opening crates, sorting supplies, moving and placing supplies in the proper area. Moves furniture and other goods with proper protective material. Maintains the warehouse and grounds clean and orderly. Warehouseman duties also include setting up tents, chairs and tables for special Embassy events. Aids and assists in setting up for yearly auctions, inventory updating in Officer residences and annual inventory. **(80%)**

As needed, the warehouseman will drive the large State trucks, forklifts and other Embassy Vehicles. **(20%)**

Qualifications Required for Effective Performance:

Education:

Completion of elementary School is required

Prior Work Experience:

Six months to one year of warehouseman or equivalent combination of warehouseman and laborer experience.

Post Entry Training:

None.

Language Proficiency: List both English and host country language(s) proficiency by level (II, III) and specialization (sp/read):

Level III (Good working knowledge) both reading and writing French is required.

Job Knowledge:

Must be able to locate supply items, know where to store and recognize property items.

Skills and Abilities:

Ability to drive a large truck - Operate Forklift - and perform arduous heavy lifting. Must have a CD driver's license and experience operating fork lifts.

Position Elements:

Supervision Received:

The position is supervised by the Warehouse Supervisor who gives direction and guidance. Also receives instruction from the GSO.

Supervision Exercised:

None.

Available Guidelines:

Oral and written instructions.

Exercise of Judgment:

As needed when handling Embassy material.

Authority to Make Commitments:

None.

Nature, Level and Purpose of Contacts:

Warehouse supervisor to receive instructions / Low level GSO colleagues.

Time Expected to Reach Full Performance Level:

6 months